

MEMORANDUM

TO: Recognized School Contacts

FROM: Pat Pallas Gray, Independent School Consultant
Brynne Reed, Independent School Consultant

DATE: May 22, 2012

RE: Recognized Independent School Enrollment Forms for 2012-2013

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Enclosed is the information required annually to continue your school's recognized independent school status. This information must be received by the Department of Education prior to the public schools in your area opening for the 2012-2013 school year. It is recommended that you submit the completed forms in July if possible. This will give the Independent School Office an opportunity to respond to your notice in a timely manner.

These forms are also available at the Department of Education website on the independent schools page at http://education.vermont.gov/new/html/pgm_independent.html in Word format. The application can be completed using your word processing program. At this time it is not possible to submit the forms via email. You must print the forms, sign them where required, and return them to the Department of Education.

Recognized schools that have been granted recognition status from the Christian Schools of Vermont (CSV), only need to complete and submit the first page of the Recognized Independent School Cover Sheet, the signed statement of policies and procedures assurances page, and provide a copy of their 2012-2013 school year calendar.

You will not find a student census form in this packet. The student census information will be gathered in the fall by the data unit at DOE. You will be contacted individually for this information by the data unit at DOE.

If you have any questions, please feel free to Brynne at 828-5113 or me at 828-5414.

Enc.

Recognized Independent School Enrollment Notice

Recognized independent schools submit a yearly enrollment notice to the Commissioner of Education. The schools must file the enrollment notice forms provided by the Commissioner no earlier than three months before the beginning of the school year for the public schools in the town in which the school proposes to locate.

There are eight sections required to complete the recognized school enrollment notice. These sections are:

- 1. The Cover Sheet**
- 2. The Statement of Objectives**
- 3. The Statement of the Minimum Course of Study**
- 4. The Statement of the Assessment Procedures**
- 5. The signed Statement of Assurances**--Some of the assurances refer to those sections of 16 V.S.A. §166 that must be carried out by the school. Others refer to those health, safety and physical facility requirements of the regional department officials. See pages 41-56 of the Independent School Guidelines http://education.vermont.gov/new/html/pgm_independent.html for information on these requirements.
- 6. The signed Statement of Policies and Procedures**
- 7. Your school's academic calendar**
- 8. The Oath, signed and notarized**

When the forms are completed and appropriately signed and notarized, please mail your completed packet to:

Independent School Unit
Vermont Department of Education
120 State Street
Montpelier, Vermont 05620-2501

These forms can also be found at http://education.vermont.gov/new/html/pgm_independent.html in a format that allows you to complete the forms using your word processing program.

If you have questions please call or email us at:

Pat Pallas Gray at 828-5414 or pat.pallasgray@state.vt.us.
Byrnnne Reed at 828-5113 or brynne.reed@state.vt.us.

Recognized Independent School Cover Sheet
20____ -20____ School Year

Name of School: _____

Name of Chief Education Officer
or Contact Person: _____

Address: _____

Telephone: _____

Email Address: _____

Grades: _____

(If you use an alternative to a graded system please describe below or on separate sheet(s) if necessary.)

Name of Local Supervisory Union: _____

Statement of Hours and Days

Education activities regularly begin at _____ and regularly end at _____

Total school days: _____

Comments: _____

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Recognized Independent School Statement of Assurances

In making this report to the Commissioner, the school makes the following assurances:

- A) The school will prepare and maintain attendance records for each pupil enrolled or regularly attending classes;
- B) At least once each year the school will assess each pupil's progress and will maintain records of that assessment, and present the results of that assessment to each student's parent or guardian;
- C) The school will have teachers and materials sufficient to provide the minimum course of study;
- D) The school's educational program will include the minimum course of study set forth in section 906 of this title; and
- (E) The school will meet such state and federal laws and regulations concerning its physical facilities and health and safety matters as are applicable to recognized independent schools.

Signature: _____ **Date:** _____

Title: _____

Recognized Independent School Statement of Policies and Procedures

In signing this statement of policies and procedures, the school is verifying to the Commissioner that it has adopted harassment and hazing prevention policies and established procedures for dealing with harassment and hazing of students, pursuant to 16 V.S.A. §166(e).

Your signature on this form verifies that your school has policies in place that are at least as stringent as the Department of Education's model policies.

Signature: _____ Date: _____

Title: _____

Independent School Calendar

School Year 20__ - 20__

School: _____ Grades: _____

Address: _____ Telephone _____

Please Write In The Dates School Is Scheduled To Be In Session

September 20__
M T W T F

OCTOBER 20__
M T W T F

NOVEMBER 20__
M T W T F

DECEMBER 20__
M T W T F

JANUARY 20__
M T W T F

FEBRUARY 20__
M T W T F

MARCH 20__
M T W T F

APRIL 20__
M T W T F

MAY 20__
M T W T F

JUNE 20__
M T W T F

JULY 20__
M T W T F

AUGUST 20__
M T W T F

The total school days scheduled is: _____.

This form must be
notarized.



Office of Licensing and Professional Standards
120 State Street
Montpelier, VT 05620-2501
(802) 828-2445

Oath

- ☐ I do solemnly swear (or affirm) that I will support the Constitution of the United States and the State of Vermont and the Laws of the United States and of the State of Vermont.

Signature: _____

Date: _____

- ☐ I am a citizen of a foreign country. Under Title 16 § 12, I am not required to sign this Oath.

Signature: _____

Date: _____

To be valid this must be completed by a notary public.

Subscribed and sworn or affirmed before me this _____ day of _____, 20____.

Signature

Title

Your recognized school enrollment form will not be considered until the school's administrator and each of the school's instructional staff completes this oath. The notarized oath needs to be submitted to the Independent School Office with the other recognized independent school enrollment notice forms.